

Candidate Pack

Performing Arts Technicians





About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.

Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price

Head

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has a large arched entrance and several windows. The flag is dark with a light-colored crest. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

The Department

The Godolphin Performing Arts Centre (PAC) is a busy and vibrant place, used on a daily basis by both the Music and Drama departments for teaching and performance. In addition, the Blackledge Theatre is used by the whole school for assemblies as well as for co-curricular presentations, production rehearsals and external lettings.

The venue has a range of stakeholders, and the postholder will work closely with the PAC Senior Technician, staff in both Drama and Music departments and the Performing Arts Assistant to assist and support with the preparation and execution of performances and concerts to a high standard.

The teaching and support staff themselves have great enthusiasm for the Performing Arts, a belief in the importance of artistic expression and a willingness to give a great deal of time and energy to it. The postholder of Performing Arts Centre Technician is expected to share this approach and support, facilitate, and inspire the work of all within the school community.

The Role

Hours	Casual (Zero hours)
Salary	£13 to £16 p/h (£25,350 to £31,200 FTE) Dependent on experience and qualifications

We are looking to appoint a number of casual Performing Arts Technicians to facilitate the day-to-day running and upkeep of all the school's Performing Arts facilities, and to provide technical preparation and support for rehearsals and internal/external events.

This is an exciting opportunity for someone with experience in Technical Theatre or someone looking to expand their experience in a busy Performing Arts Centre.

Flexibility is required for working both within and outside of school hours, including some evenings, weekends and school holidays.

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

Role	Performing Arts Centre Technician
Reports to	Performing Arts Senior Technician
Department	Music Department, Drama Department
Relationship	The post holder is accountable to the Performing Arts Centre Senior Technician in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

Purpose

To support the Performing Arts Centre (PAC) Senior Technician in ensuring the smooth operation of every aspect of the PAC to deliver excellent curriculum provision, effective resources for use of the theatre space by the school and external bodies.

Duties & Responsibilities

Curriculum and Events

- To ensure that the PAC is safe and effective for all events, such as teaching, assemblies, timetabled activities and wider school events
- In coordination with the PAC Senior Technician, to act as a nominated duty technician for all school events, when required, and when acting as a duty technician, to be responsible for the safety of the venue
- To support the facilitation of technical elements of the Performing Arts curriculum and any other relevant similar co-curricular activities
- To supervise and support major events taking place in PAC spaces, including responsibility for technical aspects
- To support co-curricular activities within the PAC, e.g. supporting rehearsals by ensuring that equipment is organised in advance and functioning properly, to the specification as requested by Music, Drama or other staff. This may also include scenic construction and wardrobe elements
- To support with the production of technical aspects of productions and events as required (lighting, sound & AV, set and prop designs), and all to a high standard, in consultation with the relevant staff/production team
- To assist with the smooth running of school performances and events outside the PAC, including the transportation and setup of equipment needed, for instance around the school site and to local venues
- To assist with the coordination of high-quality performance recording, where required

Maintenance

- To support the PAC Senior Technician with the maintenance of the physical spaces within the PAC, their inventory and stocks of equipment, and to ensure that they are all fit for purpose. This also should include labelling PAC equipment and supporting with the prompt fixing and replacement thereof when need be
- To liaise with the PAC Senior Technician in reporting any damaged equipment and out of date PAT testing
- To ensure adherence to statutory Health and Safety and Data Protection legislation and Safeguarding of students at all times

Lettings

- In coordination with the PAC Senior Technician, to monitor and be responsible for the use of PAC spaces and equipment to outside users, both within the school and the hire of equipment externally
- To provide support with appropriate technical assistance for external hires where required

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	GCSE English/Maths Grade 4/C or above, or equivalent	Essential	Application Form
	Specialist qualification or extensive experience in Technical Theatre	Desirable	Original Certificates
	Degree in Technical Theatre or similar professional/vocational qualification	Desirable	
Work Experience	Previous experience in a Theatre or Live Event setting	Desirable	Application Form
	Relevant experience in a Theatre or Live Event setting	Desirable	References
	Experience working in a school environment or working with young people	Desirable	Theatre Skills Test
	Experience as a Theatre Technician	Desirable	
	Working knowledge of lighting and sound desks, specifically the Eos family (ETC ION) and Behringer X32 consoles	Desirable	
Communication Skills	Excellent communication skills in all forms	Essential	Application Form
	Accuracy and attention to detail	Essential	Person Specification Statement
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
	Problem solving	Essential	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Ability to work on MS Office Applications	Essential	
	Use of Qlab	Desirable	
	Use of Garageband and/or Audacity	Desirable	
	Use of imovie and/or Final Cut Pro	Desirable	
Personal Qualities or Skills	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form
	Passion for the performing arts	Essential	
	Proactive, able to think laterally when required	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Good sense of humour	Essential	

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **31 December 2025**

This vacancy will close as soon as sufficient applications have been received. Interviews will take place throughout the recruitment window.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



11/2025

Godolphin
Milford Hill, Salisbury
Wiltshire, SP1 2RA
Tel 01722 430500
www.godolphin.org

Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.